

STARR LIBRARY BOARD OF TRUSTEES

68 WEST MARKET STREET
RHINEBECK, NY 12572

NOTICE OF MEETING
Thursday January 23, 2025, 5:30 PM

1. Call to order and review of agenda
2. Public Comment Period
3. Secretary's Report: Minutes from November meeting
4. Treasurer's Report
5. Director's Report
6. Friends' Report
7. Claims and Warrants: Motion to approve payments of claims and warrants
8. Standing Committee Reports and Anticipated Action Items
9. Ad Hoc Committee Reports
10. Correspondence
11. Old Business
 - A. Starr Resolutions Regarding Governance
13. New Business
 - A. Board Goals and Operations for 2025
 - B. Intro to shared folder: Policies and Key Documents
 - C. Vulnerable Adults Policy - first reading
14. Public Comment Period
15. Adjournment
16. Executive Session (if needed)

Next Meeting: February 27, 5:30 PM

STARR LIBRARY 68 WEST MARKET STREET

BOARD OF TRUSTEES

RHINEBECK, NY 12572

MINUTES OF MEETING

Thursday, December 19, 2024, 5:30 PM

In attendance: Eve Wood, Erin Humbaugh, Jay Burgess, Andrew Schulkind, Jaclyn Savolainen, Laura Charles, Laura Selicaro, Craig Oleszewski.

Absent: David Lavallee, Valarie Jacob, Stephen Frost

- I. The meeting was called to order at 5:36 with Eve Wood acting as board president because David Lavallee's term had ended and he was unable to attend this final meeting of his tenure. There was a brief review of the agenda with no corrections or modifications.
- II. Public Comment Period: Mimi Joh-Carnella was present and since she was unable to attend the previous meeting, the board introduced themselves to this new board member. Jim Ruderman was in attendance as well and introduced himself. There was discussion about Mimi's background, goals and interests for her tenure at Starr.
- III. Secretary's Report-Minutes from the November meeting were accepted with a motion by Erin seconded by Laura Selicaro, unanimously adopted.
- IV. Treasurer's Report: Tax filing paperwork is back from Grady and will be filed soon. Endowment is at \$1.688M as of the end of November. Rhinebeck Bank balance is at \$127k but more funds are arriving through the Annual Appeal. With checks and funds on hand but waiting deposit the operating balance is around \$154k with about \$90k in anticipated expenses between now and the end of February, so there is enough available until the 414 disbursement. The extraordinary withdrawal from the endowment that was approved in prior months for \$17k has not yet been executed and could still be considered in the case of any shortfall.
- V. Director's Report: November was a strong month for attendance, with the election activities being a huge draw, but other programs were also very well attended. Jaclyn featured Rhinebeck at Home as a partner organization with a lot of participation, as well as the local PTSO and the school where there is now a RCSD School library card so that the teachers can check out materials for use in the classroom. Book clubs remain popular with new book clubs being added. Historic talk about Belle da Costa Greene, JP Morgan's librarian with a field trip to the Morgan Library planned. December 10th, there were activities at Local History, Story Time, All Abilities story hour, Lego Hour, Mystery Book Club, Cookbook Club, the Belle da Costa Greene talk and then the Book Club had a party upstairs after hours. This was one particularly full day at Starr, but interest and usage is increasing. Sinterklaas dioramas are currently on display. Annual Appeal stands at \$67k. All unrestricted donations are at \$78k. Fundraising efforts are commendable. Janet Mills bequest came in recently at \$50k with another \$20k coming. There was a discussion concerning the way that we honor donors. Circulation statistics are surpassing prior years.
- VI. Friends' Report: The Friends have not met nor had a book sale since the last Trustee's meeting so there is nothing new for them to report. There was no representative present to speak for the Friends. Starr is more closely tracking the spending that happens from the support of the Friends.

- VII. Claims and Warrants-Craig made the motion to accept the Claims and Warrants, Laura Charles seconded and the motion passed unanimously.
- VIII. Committee Reports
 - a. Fundraising did not meet but Erin has been preparing for the Capital Campaign by speaking with The Campaign Council and other people who are consultants and otherwise engaged in this type of fundraising. In the new year, once the new members are seated, Erin will formulate a fundraising team.
 - b. PR: Jay stated that the committee didn't meet this month but that he has some ideas for branding and outreach.
 - c. B&G didn't meet this month things have been getting fixed as needed without the need for board involvement.
 - d. Finance Committee did not meet this month.
 - e. Expansion Committee: Very close, maybe 85% of the way to a final phase of getting the project and budget deliverables with the final project looking to be completed in early 2025.
- IX. Correspondence: Many nice notes have been sent along with the annual appeal.
- X. Old Business:
 - a. A slate of new officers had been presented at the November meeting with Al Ragucci nominated as the Vice President, Valerie staying on as Secretary, Andrew staying on as Treasurer and Eve being nominated as Board President. Laura Charles made the motion to elect the proposed slate of officers, Craig seconded. All present voted in favor.
 - b. Unattended Child Policy was introduced in the November, 2025 meeting. There was a discussion regarding the penalties and proposed actions. Erin moved to adopt the policy, Laura Selicaró seconded. All present voted in favor and the policy was adopted.
 - c. The proposed calendar was presented for Starr Trustee meetings.
 - i. There was some discussion regarding placement of the meeting in the third Thursday of the month instead of the fourth. The calendar was adopted as presented with the appropriate configuration of committee meetings being left to the newly composed board once the new year begins.

The Public Session was adjourned at 6:32pm and the Trustees went into an Executive Session to discuss personnel. The executive session continued until 7:30 at which point the meeting was adjourned.



Starr Library

Statement of Activity

December 2024

	TOTAL
Revenue	
4002 MHLS Cash Grants	
4002.01 Local Library Services Aid	1,000.00
Total 4002 MHLS Cash Grants	1,000.00
4005 Restricted Grants	
4005.0187 Arts Mid-Hudson	5,000.00
Total 4005 Restricted Grants	5,000.00
4005.03 Unsolicited Donations	50,023.81
4005.05 Programs	
4005.052 Friends' Book & Art Sales	0.00
4005.055 Coffee & Tea Services	7.36
4005.056 Art Sales	1,418.52
4005.061 Copy Fees	116.00
Total 4005.05 Programs	1,541.88
4005.06 Library Charges	
4007.04 Lost Book Fees	384.20
4007.06 Square Revenue	55.13
Total 4005.06 Library Charges	439.33
4005.07 Annual Appeal	50,506.99
4008 Interest & Dividends	
4008.01 Operating Account	14.20
Total 4008 Interest & Dividends	14.20
Total Revenue	\$108,526.21
GROSS PROFIT	\$108,526.21
Expenditures	
5001 Staff Expenses	
5001.01 Net Salary & Wages	20,479.73
5001.02 Employee Benefits	
5001.021 Health Insurance	(2,861.45)
Total 5001.02 Employee Benefits	(2,861.45)
5001.03 Payroll Taxes	3,924.89
5001.04 Other Staff Expenses	
5001.037 Worker's Comp Insurance	73.74
5001.038 Payroll Administrative Fees	122.24
5001.041 Travel & Training	325.00
Total 5001.04 Other Staff Expenses	520.98
Total 5001 Staff Expenses	22,064.15
5002.00 Collection Expenses	
5002.01 Print	
5002.011 Books	



Starr Library

Statement of Activity

December 2024

	TOTAL
5002.0111 Unfunded	930.34
5002.0112 Funded	140.62
5002.0113 Large Print Unfunded	275.05
5002.0116 Sponsored	35.65
5002.0117 Collection Supplies	59.26
Total 5002.011 Books	1,440.92
5002.012 Periodicals	
5002.0121 Unfunded	808.44
Total 5002.012 Periodicals	808.44
Total 5002.01 Print	2,249.36
5002.02 Electronic	
5002.021 Unfunded	1,485.52
Total 5002.02 Electronic	1,485.52
Total 5002.00 Collection Expenses	3,734.88
5004 Building & Equipment	
5004.01 B&E Repairs	
5004.011 Paid from Local Public Funds	293.00
Total 5004.01 B&E Repairs	293.00
5004.030 Utilities	
5004.031 Electric	890.28
5004.032 Propane	2,385.90
5004.039 Telecommunications	785.71
Total 5004.030 Utilities	4,061.89
5004.04 Commercial Insurance	
5004.041 Package	2,124.00
5004.042 Auto	113.00
5004.043 Umbrella	604.00
Total 5004.04 Commercial Insurance	2,841.00
5004.09 Other B&E Expenses	
5004.092 Trash	145.86
5004.093 Janitor	1,652.43
5004.094 Snow Removal	679.03
5004.099 Building Supplies	193.11
Total 5004.09 Other B&E Expenses	2,670.43
Total 5004 Building & Equipment	9,866.32
5005 Miscellaneous	
5005.04 Professional Fees	
5005.043 Bookkeeping	44.16
Total 5005.04 Professional Fees	44.16
5005.06 Fundraising Expenses	



Starr Library

Statement of Activity

December 2024

	TOTAL
5005.061 Annual Appeal	316.28
5005.064 Other Fundraising Expenses	
5005.0641 Bloomerang Fees	394.90
5005.0642 Square Fees	25.53
Total 5005.064 Other Fundraising Expenses	420.43
Total 5005.06 Fundraising Expenses	736.71
5005.10 Program Expenses	
5005.101 Author & Presenter Fees	300.00
5005.102 Supplies & Refreshments	74.15
5005.104 Water	
5005.1041 Funded	107.00
Total 5005.104 Water	107.00
Total 5005.10 Program Expenses	481.15
5005.13 Bank Service Charges	
5005.137 Other	(25.00)
Total 5005.13 Bank Service Charges	(25.00)
5005.14 Advertising & Marketing	
5005.141 Website & Social Media	44.00
Total 5005.14 Advertising & Marketing	44.00
Total 5005 Miscellaneous	1,281.02
Total Expenditures	\$36,946.37
NET OPERATING REVENUE	\$71,579.84
Other Expenditures	
5006 Expansion	
5006.20 Legal Fees	1,012.50
Total 5006 Expansion	1,012.50
Total Other Expenditures	\$1,012.50
NET OTHER REVENUE	\$ (1,012.50)
NET REVENUE	\$70,567.34



Starr Library

Budget vs. Actuals

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Local Public Funds				
4001.01 Rhinebeck Tax Levy	465,072	464,800	272	100.00 %
Total 4001 Local Public Funds	465,072	464,800	272	100.00 %
4002 MHLS Cash Grants		2,000	(2,000)	
4002.01 Local Library Services Aid	3,110		3,110	
Total 4002 MHLS Cash Grants	3,110	2,000	1,110	155.00 %
4005 Restricted Grants		0	0	
4005.01 Friends of Starr Library		20,000	(20,000)	
4005.011 Print Books	10,000		10,000	
4005.012 Summer Reading	2,500		2,500	
4005.013 Computer	2,500		2,500	
4005.015 Museum Passes	1,000		1,000	
4005.016 Games	500		500	
4005.017 Water	1,000		1,000	
4005.019 Electronic Material	10,000		10,000	
Total 4005.01 Friends of Starr Library	27,500	20,000	7,500	138.00 %
4005.0187 Arts Mid-Hudson	5,000		5,000	
4005.0190 Other Restricted Grants		5,000	(5,000)	
4005.021 Thomas B. Kelly	630		630	
4005.022 Eleanor Pupko	150		150	
4005.023 Bobbie Post	1,500		1,500	
4005.024 Frost Memorial	2,400		2,400	
4005.026 Roger Phillips Concerts	12,665		12,665	
4005.0261 Expenses	(5,539)		(5,539)	
Total 4005.026 Roger Phillips Concerts	7,125		7,125	
4005.08 Expansion				
4005.081 Feasibility Study				
4005.0811 Thompson Trust	25,000		25,000	
4005.0812 Steph Oppenheim Bequest	86,042		86,042	
4005.0813 Carolyn Keator Bequest	10,000		10,000	
Total 4005.081 Feasibility Study	121,042		121,042	
Total 4005.08 Expansion	121,042		121,042	
Total 4005 Restricted Grants	165,347	25,000	140,347	661.00 %
4005.03 Unsolicited Donations	60,924	10,000	50,924	609.00 %
4005.05 Programs				
4005.054 Program Book Sales	394		394	
4005.055 Coffee & Tea Services	(106)		(106)	
4005.056 Art Sales	1,305		1,305	
4005.060 Room Rentals	350		350	



Starr Library

Budget vs. Actuals

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4005.061 Copy Fees	1,869		1,869	
Total 4005.05 Programs	3,812		3,812	
4005.06 Library Charges		0	0	
4007.04 Lost Book Fees	2,406		2,406	
4007.06 Square Revenue	(163)		(163)	
Total 4005.06 Library Charges	2,243	0	2,243	
4005.07 Annual Appeal	87,005	55,000	32,005	158.00 %
4008 Interest & Dividends		500	(500)	
4008.01 Operating Account	232		232	
4008.05 CD or Money Market Interest	3,716		3,716	
Total 4008 Interest & Dividends	3,948	500	3,448	790.00 %
4500 Transfers In				
4500.02 Transfers from Endowment		58,000	(58,000)	
Total 4500 Transfers In		58,000	(58,000)	
Total Revenue	\$791,459	\$615,300	\$176,159	129.00 %
GROSS PROFIT	\$791,459	\$615,300	\$176,159	129.00 %
Expenditures				
5001 Staff Expenses		413,331	(413,331)	
5001.01 Net Salary & Wages	281,332		281,332	
5001.02 Employee Benefits				
5001.021 Health Insurance	34,740		34,740	
Total 5001.02 Employee Benefits	34,740		34,740	
5001.03 Payroll Taxes	101,366		101,366	
5001.04 Other Staff Expenses				
5001.032 Disability/Family Leave Insurance	1,852		1,852	
5001.037 Worker's Comp Insurance	1,628		1,628	
5001.038 Payroll Administrative Fees	1,511		1,511	
5001.041 Travel & Training	410		410	
5001.044 Staff Appreciation	112		112	
Total 5001.04 Other Staff Expenses	5,512		5,512	
Total 5001 Staff Expenses	422,951	413,331	9,620	102.00 %
5002.00 Collection Expenses		50,000	(50,000)	
5002.01 Print				
5002.011 Books				
5002.0111 Unfunded	20,184		20,184	
5002.0112 Funded	11,308		11,308	
5002.0113 Large Print Unfunded	1,081		1,081	
5002.0114 Large Print Funded	1,500		1,500	
5002.0116 Sponsored	154		154	



Starr Library

Budget vs. Actuals

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5002.0117 Collection Supplies	2,073	3,000	(927)	69.00 %
Total 5002.011 Books	36,301	3,000	33,301	1,210.00 %
5002.012 Periodicals				
5002.0121 Unfunded	6,399		6,399	
Total 5002.012 Periodicals	6,399		6,399	
Total 5002.01 Print	42,700	3,000	39,700	1,423.00 %
5002.02 Electronic				
5002.021 Unfunded	11,409		11,409	
5002.022 Funded	10,000		10,000	
Total 5002.02 Electronic	21,409		21,409	
5002.03 Other				
5002.031 DVDs & CDs	565		565	
5002.032 Museum Passes				
5002.0321 Unfunded	600		600	
5002.0322 Funded	855		855	
Total 5002.032 Museum Passes	1,455		1,455	
5002.033 Games & Toys				
5002.0331 Funded	166		166	
Total 5002.033 Games & Toys	166		166	
Total 5002.03 Other	2,186		2,186	
Total 5002.00 Collection Expenses	66,294	53,000	13,294	125.00 %
5004 Building & Equipment		43,500	(43,500)	
5004.01 B&E Repairs				
5004.011 Paid from Local Public Funds	10,160		10,160	
Total 5004.01 B&E Repairs	10,160		10,160	
5004.030 Utilities		33,000	(33,000)	
5004.031 Electric	12,990		12,990	
5004.032 Propane	7,783		7,783	
5004.033 Water	441		441	
5004.039 Telecommunications	4,916		4,916	
Total 5004.030 Utilities	26,129	33,000	(6,871)	79.00 %
5004.04 Commercial Insurance		13,000	(13,000)	
5004.041 Package	8,291		8,291	
5004.042 Auto	450		450	
5004.043 Umbrella	2,179		2,179	
5004.044 Fine Arts	680		680	
5004.045 Directors	1,254		1,254	
5004.046 Employment Liability	174		174	
Total 5004.04 Commercial Insurance	13,028	13,000	28	100.00 %



Starr Library

Budget vs. Actuals

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5004.09 Other B&E Expenses				
5004.091 Security	2,644		2,644	
5004.092 Trash	1,400		1,400	
5004.093 Janitor	18,102		18,102	
5004.094 Snow Removal	1,722		1,722	
5004.095 Lawn	4,955		4,955	
5004.096 Elevator	5,383		5,383	
5004.099 Building Supplies	1,169	1,000	169	117.00 %
Total 5004.09 Other B&E Expenses	35,375	1,000	34,375	3,537.00 %
Total 5004 Building & Equipment	84,692	90,500	(5,808)	94.00 %
5005 Miscellaneous				
5005.02 Office Supplies	1,142	1,500	(358)	76.00 %
5005.04 Professional Fees		8,000	(8,000)	
5005.043 Bookkeeping	436		436	
Total 5005.04 Professional Fees	436	8,000	(7,564)	5.00 %
5005.06 Fundraising Expenses				
5005.061 Annual Appeal	1,872	4,000	(2,128)	47.00 %
5005.062 Grant		5,000	(5,000)	
5005.064 Other Fundraising Expenses	334	5,000	(4,666)	7.00 %
5005.0641 Bloomerang Fees	3,195		3,195	
5005.0642 Square Fees	51		51	
5005.0643 Postage	68		68	
Total 5005.064 Other Fundraising Expenses	3,648	5,000	(1,352)	73.00 %
Total 5005.06 Fundraising Expenses	5,520	14,000	(8,480)	39.00 %
5005.08 Postage & Freight	282		282	
5005.10 Program Expenses		14,000	(14,000)	
5005.101 Author & Presenter Fees	9,745		9,745	
5005.102 Supplies & Refreshments	1,728		1,728	
5005.104 Water				
5005.1041 Funded	1,139		1,139	
Total 5005.104 Water	1,139		1,139	
Total 5005.10 Program Expenses	12,613	14,000	(1,387)	90.00 %
5005.11 Equipment/Technology	1,358	3,000	(1,642)	45.00 %
5005.13 Bank Service Charges		900	(900)	
5005.135 Interest Expense	34		34	
5005.137 Other	671		671	
Total 5005.13 Bank Service Charges	705	900	(195)	78.00 %
5005.14 Advertising & Marketing		1,500	(1,500)	
5005.141 Website & Social Media	1,612		1,612	



Starr Library

Budget vs. Actuals

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5005.145 Printing & Reproduction	381		381	
5005.147 Other	76		76	
Total 5005.14 Advertising & Marketing	2,069	1,500	569	138.00 %
5005.16 Mid-Hudson Library System	9,150	12,000	(2,850)	76.00 %
5005.17 Dues & Subscriptions	695		695	
5005.80 Trustee Expenses	96		96	
Total 5005 Miscellaneous	34,066	54,900	(20,834)	62.00 %
Total Expenditures	\$608,004	\$611,731	\$ (3,727)	99.00 %
NET OPERATING REVENUE	\$183,456	\$3,569	\$179,887	5,140.00 %
Other Expenditures				
5006 Expansion				
5006.10 Professional Fees				
5006.050 Skolnick	145,906		145,906	
Total 5006.10 Professional Fees	145,906		145,906	
5006.20 Legal Fees	3,476		3,476	
5006.99 Other	205		205	
Total 5006 Expansion	149,587		149,587	
Total Other Expenditures	\$149,587	\$0	\$149,587	0%
NET OTHER REVENUE	\$ (149,587)	\$0	\$ (149,587)	0%
NET REVENUE	\$33,869	\$3,569	\$30,300	949.00 %

DIRECTOR'S REPORT

Jan. 23, 2024

PROGRAMS

Attendance	Aug	Sep	Oct	Nov	Dec
Adult & multi-age ongoing programs/series/clubs	247	418	303	305	379
Special events	422	422	627	792	264
Children's/YA programs	218	174	210	157	159
Outside groups - reserved rooms	115	53	67	584	165
Virtual programs	0	0	0	17	0
Campers	177	0	0	0	0
Total attendance*	1205	1100	1223	1348	722

*Total attendance will not equal the sum of all rows because special events include both children's and adult or multi-age events.

✧ Special events includes estimates on Friends book sale attendance, voting

Highlights from Dec. and Jan.:

- **Special Events in Dec:** Mira the Therapy Dog, Wreath Sale, 2 craft events cancelled (due to low registration), Good Cause Eviction Public Information Session, Cookbook Club, Belle da Costa Greene Historic Talk, What is a Death Cafe?, Holiday Songfest (for families and individuals dealing with dementia)
- **Special Events in Jan:** Tea Bag Painting with Ruby Silvius, Slime Factory, Death Cafe, Writing Roadblocks with Carol Goodman (first writing workshop of the 2025 author series!), Joyful Strategies for Managing Neuropathy, Pilates series begins
- **Outside Groups & Partnerships:** AARP, Anderson Center, the Being Together Project, Culture Connect, For the Many, Housing Justice for All, Hudson Valley Women in Business, La Leche League, Megabrain Comics, Rhinebeck at Home, Rhinebeck Community Chorus, Rhinebeck Democrats Club, Rhinebeck Garden Club, Rhinebeck Historical Society, Starr Stitchers, Staatsburgh State Historic Site
- **Ongoing:** Lego Hour, Mahjong, Scrabble, Brain Games, Chair Yoga, Sound Meditation, Teen Tech, Starr Stitchers, Story Time, Music & Movement, Memoir Writing, Fiction Writing, All Abilities Story & Crafting, Mystery Book Club, Starr Book Club

PATRON SERVICES

- Sinterklaas dioramas, Ruby Silvius exhibit

- Signed contract to add [Kanopy](#) streaming service to our digital collection.

FUNDING/FUNDRAISING

- 2024 All unrestricted gifts (includes annual appeal) = \$97,990
- Annual appeal campaign since Nov 2024 = \$80,779 so far. Last year's annual campaign (Nov-Mar) brought in \$45,000.
- Campaign Counsel (fundraising consultants) presentation
- We are in early stages of strategizing about institutional funding sources, grants, state aid from construction

OUTREACH

- Met again with Deborah McManus, founder of [Eleanor's Outings](#) and DJ McManus Foundation, plus representatives from Red Hook Library, Daily Catch, Rhinebeck Center for Performing Arts about initiating a program to bring theatrical experiences to local senior citizens.
- The Daily Catch has a new calendar for volunteer opportunities! We can provide listings as needed.
- DCLA (Dutchess County Library Association) is offering joint virtual programs in Feb. and March: Gilded Age Love Stories on Feb. 13, Women Lighthouse Keepers in Mar.

OTHER

- Paris attended Youth Mental Health First Aid Training in Red Hook.
- Starting work on Annual Report to NY State.
- Review of DCLA meetings.

BUILDING

- Added motion sensor light near flagpole.
- Replaced nonfunctioning Apple TV box for rotating display across from circ desk.
- Lost heat in December for 2 days during which we had to close early. Bottini skipped a delivery so we ran out of gas. Also discovered and repaired a small gas leak in an outside pipe.

STAFF

- Focus on Rowan

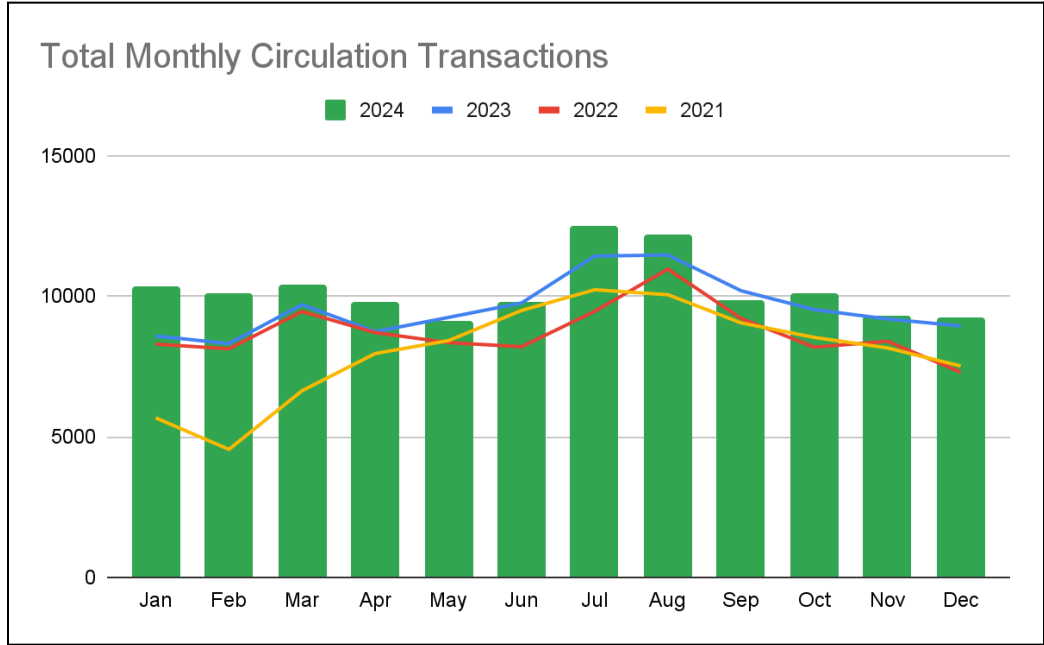
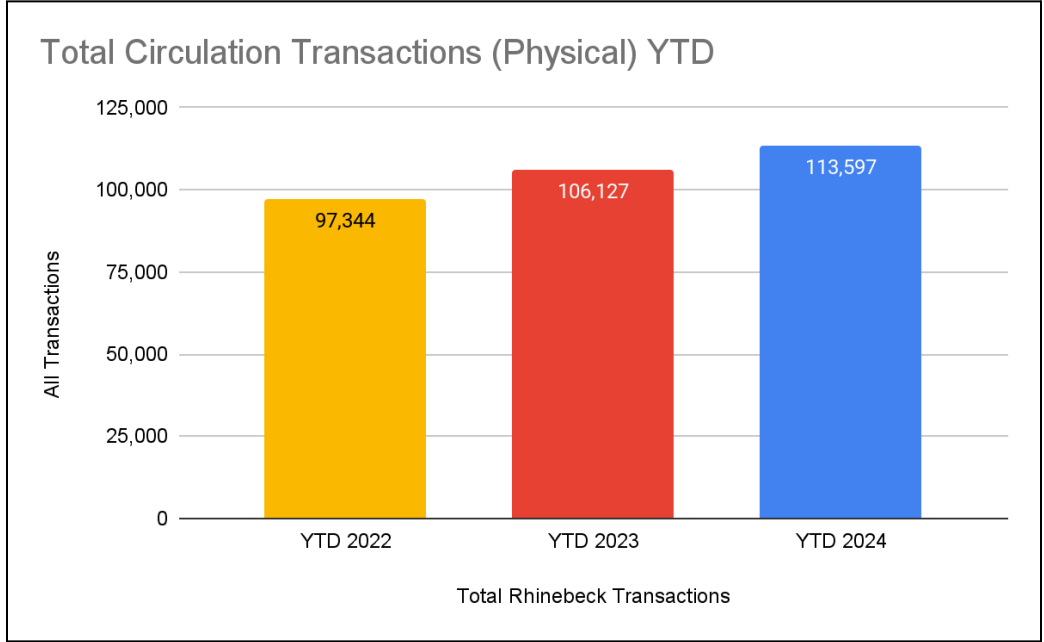
TRUSTEE PROGRAMS

- *Trustee Handbook Book Club: Advocacy* | January 22 | 5 – 6 PM | Online | [REGISTER](#)
- [Library Advocacy Day](#) in Albany | Feb 5

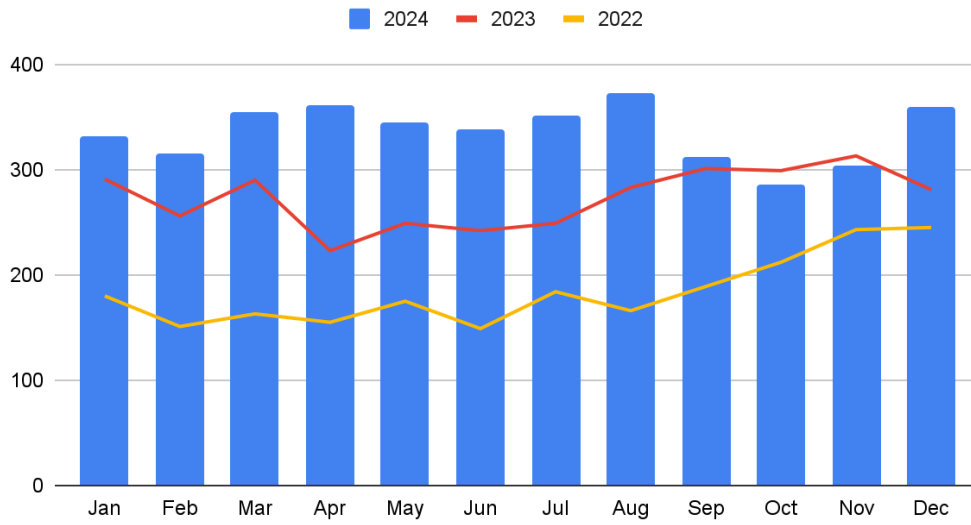
UPCOMING CALENDAR

- New Pilates series on Mondays at 12:30 PM (full!)
- Writing Workshop with Laurie Stone | Feb 5 | 6:30 PM (full!)
- Writing Workshop with Alex Hannaford | Feb 25 | 6:30 PM

STATISTICS

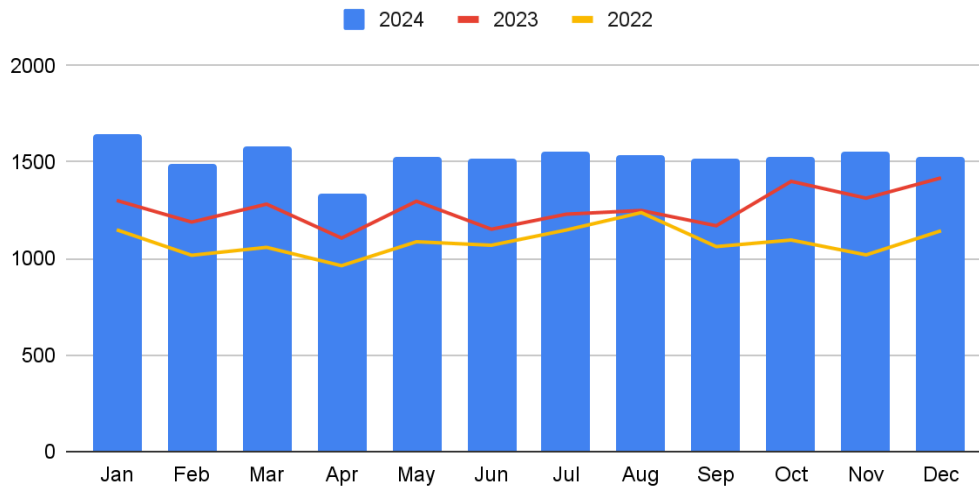


Hoopla - Total Borrowos



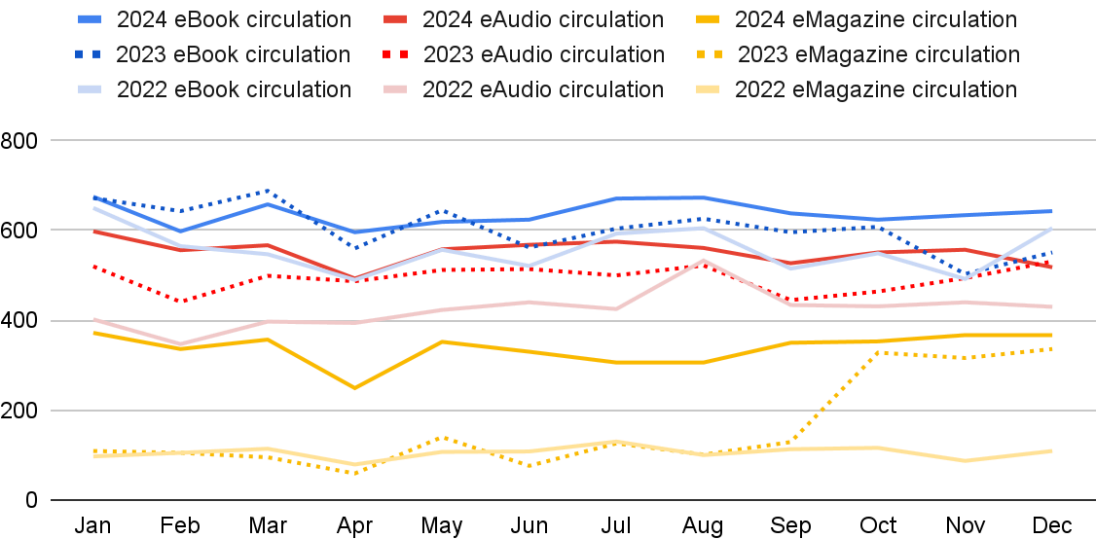
Overdrive Total Borrowos

eBooks + eAudio + eMagazines



Overdrive Borrowing

Rhinebeck Residents



**Resolutions of Starr Library
January 23, 2024 Board Meeting**

Whereas, as of September 12, 2023, the merger of Starr Institute, incorporated by the Board of Regents by issuance of a provisional charter on December 11, 2012, and Starr Institute Inc., incorporated pursuant to an act of the New York State Legislature under Chapter 344 of the Laws of 1862, was completed, with the successor named Starr Institute;

Whereas, the boards of the trustees of Starr Institute and Starr Institute, Inc. voted that the following individuals would constitute the Board of trustees of Starr Institute ("Starr"), and as individual terms expire, shall be appointed by the Board of Trustees of Starr for a term of three years:

<u>Name</u>	<u>Term Expires</u>
Laura Reid Charles	December 2023
Eve Wood	December 2023
Erin Humbaugh	December 2023
David Lavalle	December 2024
Laura Selicaro	December 2024
Craig Oleszewski	December 2024
Valerie Jacob	December 2025
Andrew Shulkind	December 2025
Eric Steinman	December 2025

Whereas, in October 2023, Eric Steinman informed the Board of Starr of his resignation from the Board due to other commitments;

Whereas, in December 2023, the Board elected Jay Burgess as a Director to fill Eric Steinman's position, expiring in December 2025;

Whereas, in October 2024, Craig Oleszewski informed the Board of Starr that he would not stand for re-election to the Board of Starr due to other commitments;

Whereas, in November 2024, the Board elected the following individuals to serve as new members of the Board of Trustees of Starr until December 2027, commencing January 1, 2025: Al Ragucci, Jim Ruderman and Mimi Joh-Carnella;

Whereas, the By-laws of Starr provide that the Board of Trustees shall consist of 10 members;

Whereas, Laura Selicaro's term expired on December 31, 2024 and the Board desires to re-elect her for a three-year term expiring December 31, 2027;

Whereas, to ratify and approve as a whole the members of the Board of Trustees, and accomplish the foregoing, the Board desires to adopt the following resolutions:

RESOLVED, that the individuals set forth below shall be the members of the Starr Board of Trustees to serve until the expiration date set forth opposite his or her name below:

<u>Name</u>	<u>Term Expiration</u>
1. Jay Burgess	December 31, 2025
2. Andrew Schulkind	December 31, 2025
3. Valerie Jacob	December 31, 2025
4. Erin Humbaugh	December 31, 2026

5. Laura Reid Charles	December 31, 2026
6. Eve Wood	December 31, 2026
7. Mimi Joh-Carnella	December 31, 2027
8. Jim Ruderman	December 31, 2027
9. Al Ragucci	December 31, 2027
10. Laura Selicaro	December 31, 2027

RESOLVED, that all and any prior actions taken by the Board of Trustees of Starr in its capacity as a Board of Trustees be, and they hereby are, ratified and approved.

RESOLVED, that the President, Vice President, Treasurer and Secretary of Starr be, and each of them hereby is, authorized, directed and empowered to execute any applications, certificates, agreements or any other instruments or documents or amendments or supplements to such documents, or to do or cause to be done any and all other acts and things as such officers, in their discretion, may deem necessary or advisable as appropriate to carry out the purpose of the foregoing resolutions.

Library Vulnerable Adult Policy Guidelines

Purpose Statement

This policy aims to ensure the safety, dignity, and appropriate support of vulnerable adults using library facilities while promoting inclusive access to library services. A vulnerable adult is defined as an individual aged 18 or older who may be unable to care for themselves independently or protect themselves from harm or exploitation due to physical disabilities, mental health conditions, cognitive impairments, or other circumstances that significantly limit their capacity for self-care or independent decision-making.

General Guidelines

Supervision Requirements

- Vulnerable adults who cannot care for themselves must be accompanied by a caregiver
- Caregivers must remain in the building and be actively attentive to their charge
- Library staff cannot act as caregivers or assume responsibility for vulnerable adults
- Caregivers should identify themselves, inform staff that they are accompanying a vulnerable adult and provide emergency contact information to library staff

Caregiver Responsibilities

- Assist with personal care needs
- Monitor behavior and ensure compliance with library policies
- Handle any medical or personal emergencies
- Ensure safe transportation to and from the library
- Remain accessible by phone if temporarily absent
- Ensure prompt pickup before closing time

Access to Services

Library Card Registration

- Modified registration procedures available when needed
- Caregivers may be authorized on library accounts
- Special borrowing privileges may be arranged

- Documentation requirements may be adjusted based on individual circumstances

Accommodations

- Staff will make reasonable accommodations for access to materials and services
- Assistive technologies will be made available when possible
- Extended checkout periods may be granted
- Home delivery services may be available for qualifying individuals

Safety Procedures

Emergency Situations

- Staff will attempt to contact caregivers if:
 1. A vulnerable adult appears distressed
 2. Medical attention may be needed
 3. Behavior becomes disruptive
 4. The individual is alone at closing time
- If no contact can be made, staff will:
 1. Assess immediate needs
 2. Contact emergency services if necessary
 3. Document the incident
 4. Follow up with caregivers

Closing Time Procedures

- Vulnerable adults requiring assistance must be picked up 15 minutes before closing
- Law enforcement may be contacted as a last resort

Staff Guidelines

Staff Responsibilities

- Treat all patrons with dignity and respect
- Provide assistance within professional boundaries
- Document and report concerns appropriately
- Maintain confidentiality while ensuring safety
- Direct caregivers to appropriate community resources

Staff Limitations

Staff cannot:

- Provide personal care or medical assistance
- Administer medication
- Transport vulnerable adults
- Sign legal documents
- Make decisions on behalf of vulnerable adults
- Provide food or money
- Take custody of personal belongings

Incident Response

Documentation Requirements

- All incidents involving vulnerable adults must be logged
- Include date, time, description, and actions taken
- Note any witness statements
- Record caregiver contact attempts
- File incident reports when appropriate

Follow-up Procedures

- Review incidents with library management
- Contact caregivers to discuss concerns
- Connect with social services when necessary
- Evaluate need for policy modifications
- Document resolution and outcomes

Adopted by The Starr Library Board of Trustees: